



TOWN of  
WAKE FOREST

# Special Event Application

## APPLICANT INFORMATION

NAME

PHONE NUMBER(S)

ADDRESS

EMAIL ADDRESS

## EVENT INFORMATION

EVENT NAME

TYPE OF EVENT

EVENT LOCATION

DATE

START and END TIME

ESTIMATED ATTENDANCE

## COMMUNITY IMPACT

Have property owners/residents been notified of the event? ☐ YES ☐ NO

How were they notified? \_\_\_\_\_

Will the event impact any street, roadway or public vehicular area? ☐ YES ☐ NO

If yes, a detailed map must be included with this application.

**Applicant may be required to hire off-duty Wake Forest police officers as security depending on the type and size of event.**

**SUBMIT FORM TO:** Lt. L. Danforth, c/o Wake Forest Police Department, 225 S. Taylor Street, Wake Forest, NC 27587  
ldanforth@wakeforestnc.gov | 919.435.9618

## DEPARTMENT USE ONLY

Operations Captain: ☐ APPROVED ☐ DENIED

Reason for denial: \_\_\_\_\_

Comments: \_\_\_\_\_



WAKE FOREST  
POLICE DEPARTMENT

MAIN STATION: 225 S. TAYLOR ST. WAKE FOREST, NC 27587 | 919.554.6150 | [www.wakeforestnc.gov](http://www.wakeforestnc.gov)